

**MICHIGAN DEPARTMENT OF CIVIL SERVICE**  
**JOB SPECIFICATION**

**GEOLOGY SPECIALIST**

**JOB DESCRIPTION**

Employees in this job function as professional specialists, with responsibility for a geological program or specialty area, or as an administrative assistant to an administrator or executive. Positions are (1) designated as specialists by the Appointing Authority; (2) accepted and classified by Civil Service; (3) require advanced knowledge in the field of work; (4) responsible for highly complex assignments; (5) the scope of responsibility is significant; and (6) the job function has considerable impact within the department. Typically, positions in this job do not supervise.

There are two classifications in this job.

**Position Code Title – Geology Specialist-2**

**Geology Specialist 13**

The employee functions as a second-level specialist or as an administrative assistant to an office director, division director, or equivalent-level administrator.

**Position Code Title – Geology Specialist-3**

**Geology Specialist 14**

The employee functions as a third-level specialist or as an administrative assistant to a bureau director or equivalent-level executive.

First-level specialists are classified at the advanced level of the Geologist job.

**JOB CONCEPTS**

Specialist jobs are evaluated by the appointing authority using the ECP Group Two Professional Specialist Position Evaluation Worksheet to recommend the appropriate classification level. Civil Service reviews the factors for job complexity, the scope of the program or specialty, and the impact of the job functions to determine the classification level. There are two types of specialist jobs:

Program Specialist: The predominant and essential function of the job is its assigned responsibility for an accepted program that is statewide, departmentwide, agencywide, or the equivalent scope. Such jobs are responsible for highly complex assignments that have considerable impact and are one-of-a-kind within the organization.

Staff Specialist: The predominant and essential function of the job is to serve as an expert in a particular specialty area or professional discipline that is statewide, departmentwide, agencywide, or the equivalent in scope.

## **GEOLOGY SPECIALIST**

### **PAGE NO. 2**

Such positions are responsible for highly complex assignments that have considerable impact and are one-of-a-kind within the organization.

Administrative Assistant jobs predominately and essentially function to advise and assist an administrator or executive in all areas for which the official is responsible. The positions report directly to the official in a staff capacity and are typically involved in budget development, program planning, policy and procedures development, representing the official at meetings, and are otherwise, assisting in all areas of the official's responsibilities.

### **JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

#### **Administrative Assistant**

Advises and assists the official in all areas of responsibility.

Carries out special projects as assigned by the official.

Assists in program planning, policy, and procedural development.

Participates in budget development.

Represents the official at meetings.

#### **Specialist**

Recommends and formulates procedures, policies, and guidelines for assigned programs.

Develops and implements program goals and plans.

Makes recommendations in areas of expertise for the program.

Acts as a liaison with other agencies, organizations, and employees to coordinate technical programs.

Plans and coordinates the training of staff.

Serves as a technical consultant and liaison with industry and governmental agencies.

Conducts special projects.

Prepares special studies and reports.

## **GEOLOGY SPECIALIST**

### **PAGE NO. 3**

Determines geologic suitability of proposed solid waste disposal sites.

Determines geologic feasibility of emergency spillways, borrow areas, and reservoirs.

Collects, analyzes, and catalogs geologic samples.

Studies the location, character, quantity, and economics of geologic deposits.

Investigates ground water pollution problems and determines suitability of surface and underground waste disposal sites for the water resources commission and public health department.

Determines petroleum production quotas.

Inspects the drilling of wells and records geological data on formation; collects and compiles data on oil production and brine production.

Identifies and specifies uses and values of specimens submitted by industry and the public.

Provides technical expertise to industry, college groups, state and federal agencies on problems in the production and processing minerals, water, or petroleum.

Maintains records, and prepares reports and correspondence related to the work.

May perform related essential functions appropriate to the class and other nonessential functions as required.

## **JOB QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

**NOTE:** The degree of knowledge required is a function of job complexity, program or specialty scope, and impact, which increases with the level of the position.

#### **Administrative Assistant**

Knowledge of the principles and techniques of administrative management; including, organization, planning, staffing, training, budgeting, and reporting.

Knowledge of fiscal planning, budgeting, and management.

#### **Specialist**

Knowledge of the operational and technical problems involved in the administration of a specialized program.

## **GEOLOGY SPECIALIST**

### **PAGE NO. 4**

Knowledge of the assigned program specialty.

#### **Administrative Assistant and Specialist**

Knowledge of methods of planning, developing, and administering programs.

Knowledge of state and federal laws and legislative processes related to the work.

Knowledge of reporting methods and techniques.

Knowledge of the science of geology, including physical geology, geologic mapping, mineralogy, stratigraphy, glacial geology, economic geology, hydrogeology, geomorphology, and paleontology.

Knowledge of the distribution of geologic systems in the state.

Knowledge of the theory and principles of earth resistivity and refraction seismology.

Knowledge of the pedologic soils classification system.

Knowledge of the value and commercial use of resources.

Knowledge of the state laws, rules, and regulations pertaining to geology and related mineral industry.

Ability to plan, direct, and coordinate program and administrative activities of a complex, interrelated, and interdependent nature where unknowns and numerous contingency factors are involved.

Ability to formulate policies and procedures relevant to program areas based on information of a conceptual nature from varied and complex sources.

Ability to plan, coordinate, and expedite work projects.

Ability to interpret complex rules and regulations.

Ability to communicate with others verbally and in writing.

Ability to make chemical and physical analyses of rock and mineral samples.

Ability to identify and classify rocks, minerals, fluids, soils, and geologic formations.

Ability to prepare geologic maps.

**Working Conditions**

Typical assignments frequently require that work be completed outdoors in a variety of weather conditions, including weather extremes.

Exposure to hazardous waste and contaminants is routine, and may require the use of protective clothing and respirators.

**Physical Requirements**

Long periods of walking and standing, and some climbing and carrying of equipment and supplies are commonly associated with the work.

**Education**

Possession of a bachelor's degree in geology, or in geological, petroleum, mining engineering, or earth science.

**Experience**

**Geologist 13**

Four years of experience as a geologist, including two years of experience equivalent to a Geologist P11.

**OR**

One year of experience equivalent to a Geologist 12.

**Geologist 14**

Five years of experience as a geologist, including three years of experience equivalent to a Geologist P11.

**OR**

Two years of experience equivalent to a Geologist 12.

**OR**

One year of experience equivalent to a Geology Specialist 13.

**Special Requirements, Licenses, and Certifications**

None.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

**GEOLOGY SPECIALIST**

**PAGE NO. 6**

**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

<b><u>Job Code</u></b>	<b><u>Job Code Description</u></b>
GEOLOGSPL	Geology Specialist

<b><u>Position Title</u></b>	<b><u>Position Code</u></b>	<b><u>Pay Schedule</u></b>
Geology Specialist-2	GEOLSPL2	H21-014
Geology Specialist-3	GEOLSPL3	H21-017

ECP Group 2  
Revised 5/22/02  
GIH/VLWT/CAG/VT/Team Leaders